

The Leesburg Planning Commission met on Thursday, May 4, 2006 in the Council Chambers, 25 West Market Street, Leesburg, Virginia. Staff members present were Susan Swift and Barbara Beach.

CALL TO ORDER

The meeting was called to order at 7:05pm by Vice Chairman Kalriess

PLEDGE OF ALLEGIANCE AND ROLL CALL

Present: Commissioner Burk
Commissioner Hoovler
Commissioner Kalriess
Commissioner Moore
Mayor Umstattd

Chairman Wright, Commissioners Bangert and Barnes were absent.

CHAIRMAN'S STATEMENT

Vice Chairman Kalriess congratulated the Mayor on her election victory, along with Kevin Wright's election to Council

PETITIONERS

None

PUBLIC HEARING

None

ZONING

None

SUBDIVISION AND LAND DEVELOPMENT

None

COMPREHENSIVE PLANNING

None

COUNCIL AND REPRESENTATIVE'S REPORT

None

STAFF AND COMMITTEE REPORTS

None

OLD BUSINESS

Establishment of a second BAR per Resolution 2006-70 dated April 11, 2006. Susan Swift, Director of Planning, Zoning and Development gave the staff presentation. She mentioned that there had been a gradual increase over the past few years in cases, however, on the average they remained at a steady number. The Crescent District, Town Plan and Sign Guidelines did add to their workload significantly this past year. The BAR is also currently reviewing its guidelines to see how they can function more efficiently. The BAR is also preparing to review the H-1 guidelines for a potential update. Vice Chairman Kalriess asked how the administrative review of the sign applications has impacted the workload of the BAR. Ms. Swift said it has already helped quite a bit. The H-2 guidelines are also being updated. Part of this will be done by a consultant. We would like to include a form based code the Crescent District as a part of this. There could be four to five of these throughout the H-2 districts. Commissioner Hoovler asked if H-2 guidelines such as Oaklawn would be addressed in these new guidelines. Ms. Swift responded that yes, there would be various areas around town addressed in the guidelines.

Another thing the BAR is working on is training. They have attended a retreat and some CAMPs. Next year's budget includes further training so that all members attend at least one training program. Basically, staff does not feel that a second BAR is necessary at this time. Commissioner Hoovler asked if they were on the clock as well with applications. Are they feeling pressure to run through cases when there's a backlog, based on that aspect? Susan Swift replied they do not have the timeline issues. They do have and use the consent agenda. They have also gone to a worksession format to help them work through some issues. Some developers are approaching the BAR early on to work out some design concepts. In some cases the BAR is being used as a tool to help design structures. Vice Chairman Kalriess asked how the process works if a developer is going through a special exception, how this falls within the BAR timing. Barbara Beach responded that we have no firm guideline on this. In the new procedures manual we state that they should go to BAR after the first submission. Hopefully this will end up being a two step process. Commissioner Hoovler asked if this would be laid out for the developers so they can see what procedures should be followed. Barbara Beach said that in most jurisdictions BAR approval comes prior to presentation to the Planning Commission. Vice Chairman Kalriess asked how detailed the presentation to BAR needs to be. They need to bring drawings, siding samples, brick samples, etc.

Commissioner Hoovler asked if cost implications of a second BAR might be. How would this impact the process, staffing, etc.

Commissioner Moore asked what exactly needs to be done at this point. Susan Swift replied that the new procedures manual sets out the process that should be followed. The

question arose whether the Council approves applications prior to BAR approval. The Council does approve the concept, but then it is up to the BAR for the final design.

Barbara Beach suggested that there be some consistency to the review of a special exception. All zones should be treated equally. If regulations are not in place, there is no justification for different treatment for various zones. Ms. Beach suggested that the Commission review the transcript of the Council minutes on the discussion of the second BAR.

Vice Chairman Kalriess recapped the discussion up to this point since Commissioner Burk joined the meeting at approximately 7:47pm. He asked if there could be a consideration of a subcommittee on the BAR that would assist in their process. Could they receive input from the BAR. Commissioner Hoovler concurred and asked that the Preservation Planner also be consulted. There was some further discussion on the timeframes involved. Barbara Beach read the following statement: "The BAR shall vote and announce its decision on any matter promptly before it at the conclusion of the public meeting on that matter, unless the time is extended by mutual agreement between the BAR and the applicant."

Mr. Kalriess asked the other Commissioners what they looked for when they considered applications. He feels that the elevation with the design concept is one thing that he looks for, taking into consideration whether it will fit into the surrounding area or not. The BAR on the other hand goes into the material detail necessary.

Commissioner Moore asked if once the BAR has voted on one thing, can the Commission vote against it if they feel the design is not appropriate for the area? Barbara Beach said that yes, they could. However, design versus architecture can draw a fine line between the two commissions.

There was some further discussion on the location on the bank, being located in the gateway, and the adherence to the new Town Plan. Next the Commission suggested that they meet with the BAR for further discussion on this. It was decided that they would come to the next worksession. Susan Swift commented that the vote on the bank would take place at the next Planning Commission meeting. Vice Chairman asked when the session on form based code would take place. Susan Swift said that would be in July. The Commission discussed the appointment procedure.

Commissioner Hoovler asked about the CPAM meeting with the County. Ms. Swift said they would be meeting within the next week. County staff is still not ready to do joint planning until PUGAMP is complete. The target date right now is May 16th to discuss Leesburg CPAMs. Vice Chairman Kalriess asked if they were discussing order of review or exactly what would occur. Ms Swift said this is yet unclear – they could make decisions rather than have further discussions.

MINUTES

LEESBURG PLANNING COMMISSION

MAY 4, 2006

The meeting adjourned at 8:27pm.

Prepared by:

Linda DeFranco, Commission Clerk

Approved by:

Ted Kalriess, Vice Chairman